

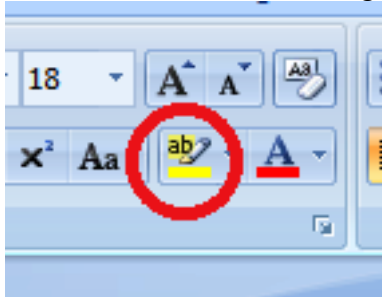
## Marking Up a Text using Microsoft Word

**Procedure:** You are following the same procedure for marking up a text that we follow when we use paper. You are still writing **Comments, Connections, Questions, Predictions, Inferences, Defining words you don't know, and Paraphrasing** when need be. You are now using a computer to make your marks!

1. Open the document you intend to mark-up. Using the Word tool bar select open and follow route to desired document.

2. Selecting the highlighter.

On the tool bar select the highlighter icon as circled below.

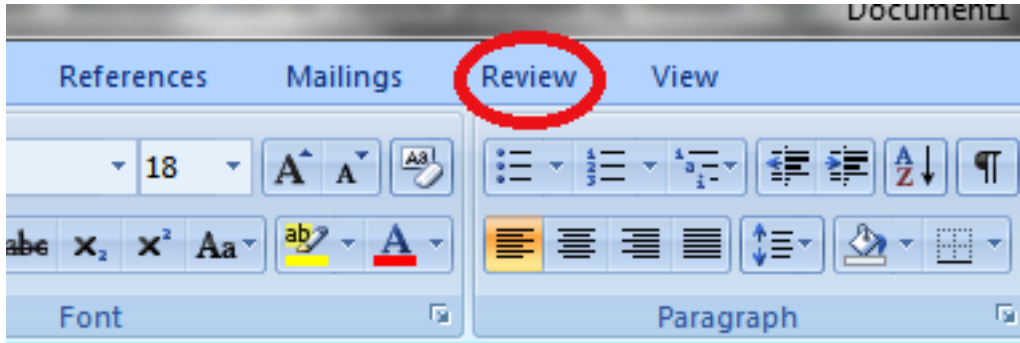


3. Highlighting text

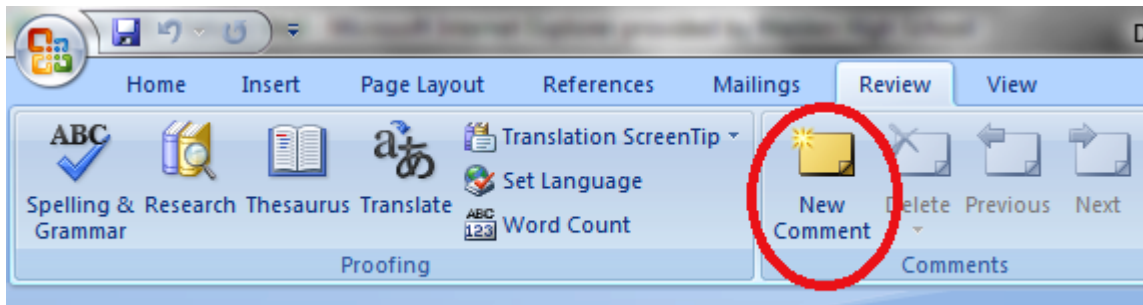
When the highlighter is selected drag across the text you wish to highlight. Different colors can be selected by using the drop down menu (upside down triangle) next to the highlighter icon. When you highlight in my class, you are letting me know that you think something is important. You must then say why you think it's important. To do that, you must write a comment, follow directions for 4 below.

4. Selecting the add comment feature

First select the **Review** tab on the tool bar as circled below.

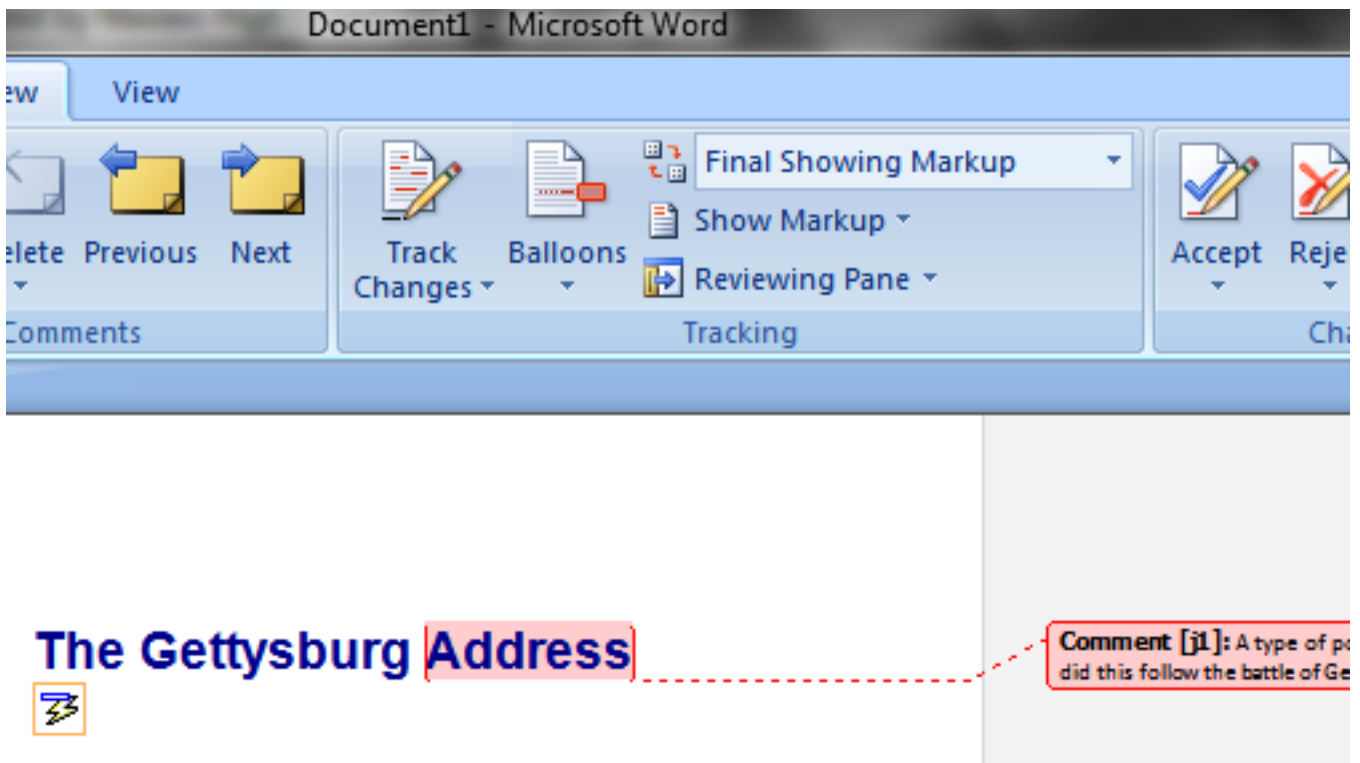


Select the text you wish to comment on by placing your cursor within the word you wish to comment on or by highlighting a passage you wish to comment on. Next select the **New Comment** icon on the tool bar as circled below.



## 5. Writing the Comment

When the text has been selected and you have clicked the comment icon a box will appear to the right of your document. You can type directly into this box. Below is an example of this. You can customize your comments by titling them, changing the color and font, etc.



6. When you define words, use the technology to copy and paste the word into google. write the word then def. next to it (for example, **Inspire Def.**) and it should come up with dictionary.com or something similar. Copy the definition into a comment box and write what you think the word means in your own words within the same comment.